

V P M P

Votkinsk Portal Monitoring Program

Contract Data Requirements List
Sequence Number A003-002
SOW Paragraph 3.1.3.4
(Contractor's Format)

Policies and Procedures for On-Site Medical Care

SUBMITTED BY
Hughes Technical Services Company
Under Contract OSIA01-97-C-0001
CLIN 0006

20 May 1997

TABLE OF CONTENTS

<u>Section/Para</u>	<u>Page</u>
FRONT MATTER	
Table of Contents	ii
List of Illustrations	iii
List of Acronyms	iv
Flow Chart.....	v
1.0 INTRODUCTION	1
2.0 SCOPE	1
3.0 STRUCTURE	1
3.1 Functional Organization.....	1
3.2 Program Subdivisions	1
3.2.1 Section 1 Administration	1
3.2.2 Section 2 Protocols.....	2
3.2.3 Section 3 Record	2
3.2.4 Section 4 Benefits	2
3.2.5 Section 5 Reports	3
3.2.6 Section 6 Secondary Care	3
3.2.7 Section 7 Infection Control	3
3.2.8 Section 8 Biomedical Equipment.....	3
3.2.9 Section 9 Inventory	3

LIST OF ILLUSTRATIONS

<u>Figure No.</u>	<u>Title</u>	<u>Page</u>
3.1	Organizational Flow Chart.....	v

LIST OF ACRONYMS

CDRL A003

Acronyms

ACLS
ATLS
BLS
CDRL
Flu
FOE
HCP
HCU
HTSC
ILSP
Meds
MPR
NSN
OSIA
PMO
P & P
PPD
SKU
SOW
TDY
USG
VOPs
VPMF

Definitions

Advanced Cardiac Life Support
Advanced Trauma Life Support
Basic Life Support
Contract Data Requirements List
Influenza
Field Office Europe (HTSC)
Health Care Provider
Health Care Unit
Hughes Technical Services Company
Integrated Logistics Support Plan
Medications
Material Provisioning Request
National Stock Number
On-Site Inspection Agency
Program Management Office
Policy and Procedure
Purified Protein Derivative
Stock Keeping Unit
Statement of Work
Temporary Duty
United States Government
VPMF Operating Procedures
Votkinsk Portal Monitoring Facility

CDRL A003 POLICIES AND PROCEDURES FOR ON-SITE MEDICAL CARE

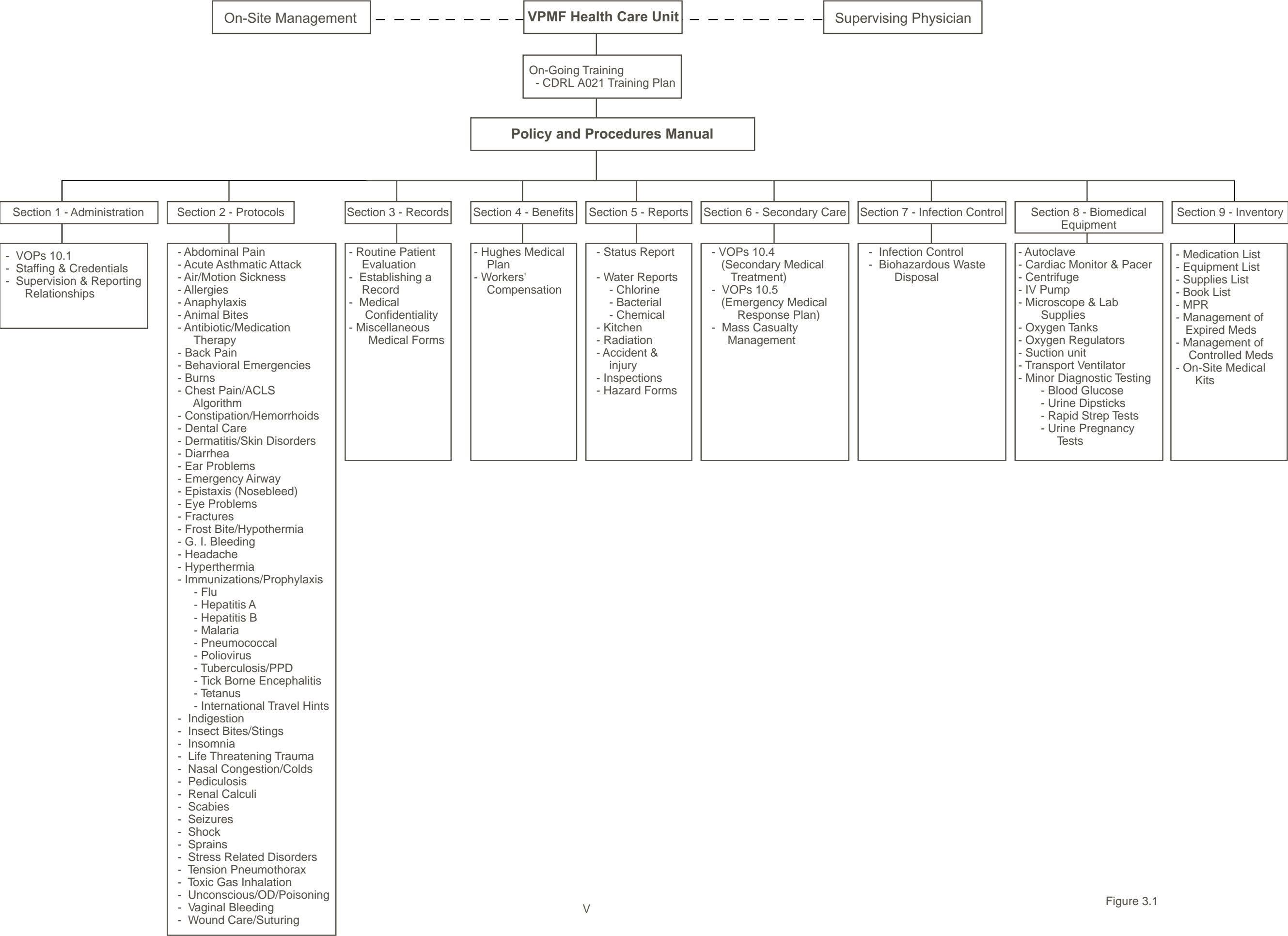


Figure 3.1

CDRL A003 - POLICIES AND PROCEDURES FOR ON-SITE MEDICAL CARE

1.0 Introduction

The VPMF Health Care Unit Policy and Procedure Manual meets the requirements set forth in the SOW 3.1.3.4 Policies and Procedures for On-Site Medical Care. The VPMF HCU P&P Manual includes nine (9) sections. These sections are: 1) Administration, 2) Protocols, 3) Medical Records, 4) Benefits, 5) Reports, 6) Secondary Care, 7) Infection Control, 8) Biomedical Equipment, and 9) Inventory. Each section provides detailed instructions for the HCU staff to carry out all aspects of their job as it relates to Health Care and Occupational Health and Safety at the VPMF.

2.0 Scope

The primary objectives of the VPMF HCU P&P Manual are to: provide a concise, comprehensive guidance for all administrative functions, delineate protocols approved by the Supervising Physician to meet the health care needs of personnel at VPMF, describe the procedure for maintaining a medical/legal record of all such care provided, administer HTSC company health care benefits to VPMF personnel, specify reporting procedures for all monitored parameters under the purview of the HCU, specify procedures for referring patients to medical care outside of the VPMF, outline procedures for the control of infectious disease spread and biohazardous waste, maintain appropriate technological equipment to provide comprehensive emergency care and general primary care, and, maintain and control inventory of medications, supplies, and equipment needed to carry out the primary mission of the VPMF HCU.

Services offered by the VPMF HCU are extended to all Government, non-Government, contract, authorized visiting, and temporary personnel assigned to duties at the VPMF for any length of time, with the following exceptions:

Only HTSC personnel will be given serial vaccinations on-site (Hepatitis A & B, TBE) and TB screening on-site. All others should have vaccination series and TB testing managed by their primary health care provider, and bring documentation of such vaccinations and tests with them when reporting for duty at VPMF.

Only HTSC and non-active duty military TDY'ers are eligible for Workman's Compensation coverage for accidents, illnesses and/or injuries occurring while enroute to/from and while on site. Active duty military personnel are covered by their normal military health insurance plan during all stages of deployment at VPMF.

3.0 Structure

3.1 Functional Organization

Figure 3.1 displays the organization of the Policy and Procedure Manual for the VPMF Health Care Unit.

3.2 Program Subdivisions

3.2.1 Section 1 - Administration

This section identifies the staffing levels, necessary credentials, and medical supervision for Health Care Providers at VPMF. Three health care providers (HCP) will be maintained for duty on-site, consisting of a total of two Physician Assistants and/or Nurse Practitioners, and one Registered Nurse. At least two members of the Health Care Unit staff are to be deployed to the site at a time. One Health Care Provider

will be on site at all times. The USG Site Commander may allow exceptions to this policy on a case-by-case basis.

Each Health Care Provider must have a current active license to practice in their field (NP, PA, or RN). All providers will have current certifications in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Advanced Trauma Life Support (ATLS) or an approved equivalent. All Health Care Providers will participate in the Training Plan established under CDRL A021 for general site training and specialized training (PT230SPZ). Credentials and Training Records will be maintained at the Program Management Office in Herndon, Virginia. Copies of credentials will also be maintained for each Health Care Provider in the VPMF Health Care Unit.

An HTSC Corporate Physician will provide consultation, supervision, and/or guidance to the Health Care Providers and will be ultimately responsible for all care provided on site. The Supervising Physician will be available on call on a 24-hour basis.

3.2.2 Section 2 - Protocols

The Health Care Unit will maintain treatment protocols for commonly encountered emergency and routine health care needs. In addition, current ACLS algorithms mandated by the American Heart Association will be maintained and appropriate medications will be stocked. Protocols will be maintained for all immunizations given on site. All protocols will be reviewed, signed, and dated by the Supervising Physician and updated as needed. At a minimum, the protocols and Policy and Procedure Manual will be reviewed, signed, and dated on an annual basis. The current protocols are listed in Figure 3.1.

3.2.3 Section 3 - Records

All treatment records are dated and signed by the Health Care Provider as soon as possible after care is administered. A copy of each treatment record is sent on a weekly basis to the Supervising Physician for quality assurance review, additional comments, signature, and is returned to the VPMF HCU within 30 days. A copy of each treatment record is also sent to the Corporate Nurse Liaison for permanent filing.

OSIA personnel at VPMF on TDY are also treated by VPMF HCPs (see “Scope”). Treatment records for OSIA personnel will be maintained on standard VPMF treatment record forms, and sent to the supervising physician and corporate liaison nurse for permanent filing. Courtesy Copies of OSIA personnel treatment records are sent to the OSIA command surgeon, through the PMO. Site records for OSIA personnel no longer deploying to VPMF will be sent to the OSIA command surgeon after the final departure of the individual.

3.2.4 Section 4 - Benefits

Information on the HTSC Insurance Plan is found in this section. Claims forms for those covered by the Hughes insurance plan (see “Scope”) are located in the Health Care Unit and the Health Care Providers will assist individuals with information on how to complete the forms as well as maintain current telephone numbers for the Plan counselors. In addition, Workers’ Compensation guidelines are included in this section. All necessary claim forms and addresses for workers’ compensation claims are maintained on site. Additional benefits plan information on dental, optical and other optional coverage’s available to HTSC employees are also maintained.

3.2.5 Section 5 - Reports

The HCU staff is responsible for generating, maintaining, and distributing several reports as outlined in the VOPs Section 10 and the SOW. These include the Weekly Status Report, regular chlorine testing, quarterly bacterial and chemical water test results, quarterly and episodic kitchen inspections, accident/injury reports, quarterly walk-through site inspections, quarterly cumulative radiation reports, and hazard observation report forms. Specific directions for the development, filing and reporting of these records are addressed in CDRL A002 and in appropriate sections of the VOPs.

3.2.6 Section 6 - Secondary Care

Secondary care is any care which is provided off-site by non-HCU providers. Secondary care may be obtained after referral by a VPMF HCP. Potential sources include the local community hospitals and clinics, clinics in Moscow, Frankfurt, Germany, or medevac services with other destinations. Secondary medical care will be documented and incurred costs will be the responsibility of the individual being referred. Reimbursement may be obtained via insurance plans, worker's compensation, or, in the case of the USG active duty individuals, the U.S. Government. VPMF HCPs will provide necessary assistance and documentation to facilitate such claims, but are not responsible for ultimate payment or reimbursement. All evacuations must be deemed medically necessary by the HTSC corporate physician, OSIA or appropriate USG physician, or providers seen at other referral sources. All evacuations will be coordinated through ACIU in Moscow. A physician statement of medical necessity is required, but may be obtained after evacuation requests are initiated in order to facilitate a timely evacuation. A current Statement of Work with the American Medical Clinic is maintained on file in the Health Care Unit, and includes provisions for medevac support.

3.2.7 Section 7 - Infection Control

Written guidelines for infection control procedures in compliance with OSHA guidelines for handling of potential bloodborne pathogens are found in Section 7. Biohazardous waste management and its disposal is also addressed in detail in this section.

3.2.8. Section 8 - Biomedical Equipment

A list of all biomedical equipment is located in this section. Specific biomedical equipment with required periodic maintenance and calibration are to be integrated into the maintenance plan under the procedures established by the Integrated Logistics Support Plan (ILSP). A plan for rotating this equipment out for calibration and/or replacement is being developed in coordination with the Technical Staff.

3.2.9 Section 9 - Inventory

A complete list of all inventory items is maintained on site. The HCU staff will work closely with the VPMF, FOE and PMO logisticians to maintain an accurate and up-to-date computer listing of all medical books, supplies, equipment and medications. A coordinated and interactive data base that can be used by all parties involved is currently being developed. The HCU staff will episodically delete items no longer used from the inventory list, and add new items as they are ordered. The data base shall include the name of the item, SKU number, NSN or catalogue number, supplier information, current stock levels, and expiration dates for all items.

HCU staff are responsible for ordering supplies through the MPR system on a weekly basis, and ensuring appropriate stock levels of all supplies and medications. Quarterly inventory reconciliation and expiration date checks will be performed by HCU staff. Expired medications will be backhauled for disposal in accordance with the procedures set forth in this section.